

## MICROFILM OPERATOR/TECHNICIAN SERIES

Code No.	Class Title	Occ. Area	Work Area	Prob. Period	Effective Date
3016	Microfilm Operator/Technician I	04	592	6 mo.	02/01/77
3017	Microfilm Operator/Technician II	04	592	6 mo.	02/01/77
3018	Microfilm Operator/Technician III	04	592	6 mo.	02/01/77

Promotional Line: 189

### Series Narrative

Microfilm Operators/Technicians perform duties essential to the production and processing of microfilm records and to the storage and retrieval of such records.

Microfilm Operators/Technicians receive documents from submitting department and typically--

--prepares and inspect documents to be microfilmed for completeness and correctness of order

--sets up, operate, and make necessary machine adjustments to microfilm cameras, reproduction, and processing equipment

--inspects developed film

--performs routine upkeep of microfilm equipment, including cameras, processor, readers, and reader-printers

--files and retrieves microfilm records

### DESCRIPTIONS OF LEVELS OF WORK

#### **Level I: Microfilm Operator/Technician I** **3016**

This class is intended for entry level employees. Following instruction in the operation and adjustment of basic microfilm equipment (such as cameras, readers, and reader-printers), the major function of positions at this level is the operation of microfilm cameras and readers. Work of the employees is subject to general or spot check review by a supervisor.

A Microfilm Operator/Technician I typically--

1. prepares and inspects documents for micrographic treatment in accordance with instructions provided by the supervisor
2. using specified microfilm camera equipment, photographs records for permanent storage
3. inspects developed film to insure accuracy and sort out defective or unsatisfactory images for retakes; checks and compares against original documents to insure proper reproductions
4. receives training in the adjustment, operation, and routine upkeep of more advanced equipment, such as processing equipment

5. performs clerical duties, such as answering the phone, typing labels, and filing and retrieving film, according to standard practice
6. performs other related duties as assigned

**Level II: Microfilm Operator/Technician II****3017**

Employees at this level possess the necessary knowledge and skills required to perform independently a full range of duties related to the services provided. Work is usually only subject to limited review by a supervisor.

A Microfilm Operator/Technician II typically--

1. inspects documents to be microfilmed; independently makes adjustments to microfilm equipment required to produce high quality reproductions and inserts documents into machine
2. operates microfilm reader to proof and inspect microfilms; checks against original document to insure quality reproductions
3. mixes chemicals for processing machines and automatic replenishment systems
4. develops and processes various width roll microfilms, using 16MM, 35MM, and 105MM automatic microfilm processors
5. operates high speed silver and vesicular film reproduction machines and related equipment
6. makes quality control checks using film densitometer equipment, processing control strips and chemical tests to measure excessive chemical levels in films in order to maintain quality control
7. performs routine and preventative maintenance to cameras, processor, and related equipment
8. files and retrieves filed film
9. performs other related duties as assigned

**Level III: Microfilm Operator/Technician III****3018**

Under general supervision, trains, supervises, provides technical direction, and reviews work of lower level personnel involved in the production, processing, and storage of microfilm records. An employee at this level also performs highly specialized technical functions relative to microphotography.

A Microfilm Operator/Technician III typically--

1. interprets work orders from departments; plans and controls optimum utilization of equipment to secure prompt and adequate output; assigns work and supervises the activities of a staff engaged in the operation of microfilm photographic, reproduction, and processing equipment, the placement of micrographic documents within the files, and the retrieval and distribution of information from microfilm records
2. trains new staff in the operation, adjustment, and upkeep of a variety of microfilm equipment

3. reviews the work of supervised personnel for adequacy, accuracy, and conformance with instructions and established practices
4. supervises and participates in the operation of microfilm processing equipment, 16 MM vesicular film copying equipment, chemical mix operations, the inspection of finished films and film products, and the performance of quality control checks to insure the production of archival quality records suitable for permanent storage
5. confers with various department heads regarding regular production work and requests for microfilm records
6. performs other related duties as assigned

MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO ALL LEVELS:

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. basic reading skills
2. basic arithmetic skills
3. proficiency in the use of oral and written English
4. manual dexterity
5. mechanical aptitude
6. good vision

ADDITIONAL MINIMUM ACCEPTABLE QUALIFICATIONS REQUIRED FOR ENTRY INTO:

**Level I: Microfilm Operator/Technician I**

**3016**

CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

none

PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

none

**Level II: Microfilm Operator/Technician II** **3017**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. one year of experience comparable to that acquired at Level I of this series

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. ability to operate and maintain more complex equipment such as processing equipment
2. ability to perform work without close supervision

**Level III: Microfilm Operator/Technician III** **3018**

## CREDENTIALS TO BE VERIFIED BY PLACEMENT OFFICER

1. three years of experience comparable to that acquired at lower levels of this series, at least two of which was comparable to that acquired at Level II

## PERSONAL ATTRIBUTES NEEDED TO UNDERTAKE JOB

1. skill in performing quality control checks of processed film
2. ability to develop work schedules, assign work and review progress and completion of work projects

Microfilm Operator/Technician I	(NEW)
Microfilm Operator/Technician II	(NEW)
Microfilm Operator/Technician III	(NEW)